

**ATTACHMENT I****IT Professional Services Personnel Performance Review**

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**CONTRACTOR PERFORMANCE REVIEW**

CONTRACTOR: \_\_\_\_\_

CONTRACTING COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

AREA OF PERFORMANCE	OUT STNG	ABV AVG	AVG	BLW AVG	POOR
<b>TECHNICAL:</b>					
QUALITY OF WORK (ACCURATE, THOROUGH)					
QUANTITY OF WORK (VOLUME, CONSISTENCY)					
ORGANIZATION OF WORK (PLANNING, ORDERLINESS)					
ADAPTABILITY (VARIETY OF ASSIGNMENTS)					
JOB KNOWLEDGE (KNOW-HOW)					
PROBLEM SOLVING (JUDGEMENT)					
INITIATIVE (ACCOUNTABILITY)					
<b>PROFESSIONALISM:</b>					
DEPENDABILITY (FOLLOW-THRU, MEETS DEADLINES)					
JOB ATTITUDE (INTEREST)					
EFFECTIVE W/PEOPLE (INTER-PERSONAL SKILLS)					
PERSONAL APPEARANCE (DRESS/GROOMING)					

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ATTENDANCE (PUNCTUALITY, CONSISTENCY)					
COMMUNICATION: (WRITTEN/VERBAL)					
TEAMWORK					
OVERALL					

Comments related to skill sets: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Major Strengths: \_\_\_\_\_

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Major Weaknesses: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
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Areas to be improved; Level of improvement required; and, Date improvement required:  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State Manager: \_\_\_\_\_ Contractor: \_\_\_\_\_

Date for next review: \_\_\_\_\_

CC: Contractor File, Contractor, Contracting Company